



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



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| ANNOUNCEMENT NUMBER: 05-06-047E | OPENING DATE: 06-22-06 | OPEN UNTIL FILLED | OPEN TO ALL APPLICANTS |
| POSITION: Register of Wills and Director Probate Division CES-1 | TYPE OF APPOINTMENT: Court Executive Service | SALARY: \$118,200 - \$143,000 DC Courts non-judicial employees receive federal retirement and benefits. | |
| DIVISION: Probate | LOCATION: 500 Indiana Avenue, NW | TOUR OF DUTY: Full-time | |

Applicants who previously applied for this position are still under consideration and need not reapply.

BRIEF DESCRIPTION OF DUTIES: The duties of the Register of Wills are statutory and are enumerated in Chapter 21 of Title 11 of the District of Columbia Code. Incumbent serves as head administrator of the Probate Division and manages those matters over which the Court exercises fiduciary jurisdiction including decedents' estates, trusts, guardianships of minors, and guardianships and conservatorships of incapacitated adults. In addition the Register of Wills: Advises the Court and provides information to attorneys and the public on all probate, trust and other fiduciary matters. Accepts the probate of wills of deceased persons. Accepts bonds, monitors reporting and audits and reviews accounts of personal representatives, special administrators, guardians, conservators and trustees to ensure conformity with local rules, statutes, precedents and principles of legal accounting. Receives and examines petitions, complaints, motions, inventories, accounts of sales of estate assets, legal briefs/memoranda and other forms of pleadings to determine if they conform with requirements of applicable statutes and rules of the Court. Brings all matters of delinquency or suspected default of accountable fiduciaries to the attention of the presiding judges by requesting that the matter be scheduled for summary hearing on the subject of removal, and appears in open court to present the case, factually and legally.

MINIMUM QUALIFICATIONS: Applicant must: be a citizen of the United States; have been a member of the District of Columbia Bar for at least five of the ten years immediately preceding appointment; be actively engaged in the practice of probate law in the District of Columbia or otherwise have broad, comprehensive experience in administration of the estates of deceased persons in the District of Columbia; possess a working knowledge of the accounting procedures and practices followed in fiduciary matters; have demonstrated administrative and managerial experience. **Active Bar identification number must be provided at the time application is submitted.**

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. You must respond to the ranking factors on a separate sheet(s) of paper. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Knowledge of, and experience in applying, probate, civil, fiduciary and trust laws, rules and procedures, the District of Columbia Code and pertinent case law.
2. Experience in evaluating compliance with Federal and District of Columbia regulations and policies governing conservatorships, trusts and guardianships, and decedents' estates.
3. Ability to establish and maintain effective working relationships with judges, court managers and employees, attorneys, and government and other judicial agencies.
4. Excellent oral and writing skills in order to prepare well-organized legal documents and to argue effectively in Court.
5. Ability to select, train, supervise and evaluate staff, and to review and monitor work assignments in order to ensure timely accomplishment of division goals and objectives, and delivery of services to clients and the Court.
6. Ability to direct the development of long range planning, and to prepare written testimony and detailed data to support budget requests to accomplish the projected operating goals of the division.
7. Ability to plan, direct and manage divisional implementation of court-wide information technology systems to enhance case management and expand electronic access to filing and records.

SELECTION PROCESS: After review of applications and ranking factors, a structured oral interview or further screening may be required of the highest qualified candidates.

Submit Court Application and Ranking Factor Responses to:

D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001.

For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.